

- b. The Inmate Facility file must accompany the Inmate to any Facility where he is transferred throughout the incarceration.
- c. Inmate files are classified as confidential state secrets and are privileged under law. No inmate shall be permitted to have access to any inmate records. Requests for viewing or copies of documents will be honored if a valid subpoena or court order, from a court of competent jurisdiction, is presented or if the file or documents requested have been declassified in writing by the Commissioner. All requests for release of file documents shall be processed through GDC Central Office Manager of Inmate Records or through GDC Legal Services.
- d. GDC has sole ownership of the Facility Inmate File.

4. Inmate Transportation

- a. The Contractor must provide for all inmate transportation requirements at the Facility.
- b. The Facility will link with the GDC inmate transport system at the designated GDC prison not in excess of 80 miles one way from the Facility. GDC will deliver inmates transferring into the Facility to the designated prison and will pick up those inmates transferring from the Facility to other GDC facilities at this site. Pick-up and delivery of inmates will be necessary on all GDC transfer days. Currently transfers are done twice each week but this is subject to change.

5. Inmate Work

- a. Keeping inmates productively occupied is a very important component of a medium security facility. The Contractor can achieve this objective through work/inmate programs.
- b. The Contractor must establish and maintain an active Safety and Accident Prevention Program to include "Right to Know" requirements.
- c. Contractor cannot generate a profit from inmate work activities.
- d. Staff must supervise inmates. An inmate may never supervise another inmate.

6. Inmate Services Access to the Courts